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OTHERWISE  
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DD/ISS 5-1-73  
File Blair 6.16

5 MAR 1973

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Annual Report to Congress on the  
Executive Dining Room

REFERENCE : Memo dtd 2 Nov 72 fm A-DD/S to  
Ex. Dir. -Compt., same subject

Bob:

In accordance with your memorandum to the Executive Director-Comptroller, we have prepared a financial report (Attachment) of the Director's Dining Room and the Executive Dining Room operations for the calendar year just ended. As you mentioned in your memorandum, we may receive a reporting format from the General Accounting Office (GAO) for the FY 1973 report. I believe there is enough information in the attached report that any data required could be extracted from it.

However, in the event that we are permitted to submit our report directly to the Counsel, Senate Appropriation Committee, in a mutually agreed-upon format as mentioned in Mr. [REDACTED] memorandum, we believe a number of factors should be given consideration in arriving at a format and, for that matter, any report in a GAO format.

STATINTL

On the basis that the Director, for representational and security purposes, must have a private dining room, the associated cost of operating this function should be excluded and only the costs of operating the Executive Dining Room would then be reported. If this premise is accepted, we could logically exclude from the report a number of things:

- a. Fifty percent of kitchen square footage.
- b. Two hundred and ninety-two square feet of the Director's Dining Room.

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- c. Seating capacity of ten.
- d. One thousand meals served.
- e. \$3,024.57, less income (based on pro-rata estimate).
- f. \$2,918.84, less expense (based on pro-rata estimate).
- g. \$35,295.92, less direct salary and overtime. (Assumption is made that a waiter, chef, and bus boy/dishwasher would be required as a minimum to operate Director's Dining Room solely)
- h. The net reductions of square footage also reduces the indirect costs by \$1,971.00.

The Executive Dining Room attachment to the attached report reflects the above adjustments. After your review of the attached material, I suggest that we get together and discuss the approach to be taken.

John F. Blake  
Director of Logistics

STATINTL

Att



ADMINISTRATIVE  
INTERNAL USE ONLY  
EYES ONLY

CENTRAL INTELLIGENCE AGENCY

Executive Dining Room

The Central Intelligence Agency operates an official representational dining room so that the Director may have available a suitable and secure dining facility for the entertainment of those individuals with whom it is necessary to consult in the discharge of his responsibilities in the field of foreign affairs. This facility consists of a kitchen, a small reception room, and a dining room of 292 square feet with a capacity of seating ten guests. It is staffed by a crew of three, which includes a chef, a waiter, and a bus boy/dishwasher. Approximately 1,000 meals are served annually.

There is also operated, established on the base of the facility that operates the Director's official dining room, an "Executive Dining Room." The determination has been made that, both because of the isolated location of the Agency Headquarters Building as well as the need for senior Agency officers to entertain and converse with people from both the public and private sectors, as well as foreign nationals, without being optically visible to the world at large, such a facility is in the best interests of the United States Government. Such a facility also allows senior Agency officers to conduct classified business discussions while having lunch, inasmuch as the serving staff is fully security cleared.

The financial facts on the operations of both facilities are listed separately in Tabs A and B. A combined listing appears in Tab C.

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INTERNAL USE ONLY

Tab A

DIRECTOR'S DINING ROOM

1. Size

Dining Room	292 Square Feet
Kitchen	365 Square Feet

2. Seating

Dining Room	10
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3. Membership

N/A

4. Meals Served - CY 1972

Official Meals	1,000
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5. Financial Statement

Gross Income	\$ 3,024.57
Gross Expense*	2,918.84
Net Income	<u>\$ 105.73</u>

6. Subsidy by Appropriated Funds

a. Direct : Salary and Overtime	\$ 35,295.92
b. Indirect: Maintenance	1,971.00
657 square feet x \$3.00**	<u>                    </u>
TOTAL	<u>\$ 37,266.92</u>

\* Omitting salary

\*\* The \$3.00 figure is an estimate only for costs of light, heat, and minor maintenance based upon comparative commercial space.

EYES ONLY  
ADMINISTRATIVE  
INITIALS ONLY

EXECUTIVE DINING ROOM

1.	<u>Size</u>	1,404 Square Feet
	Executive Dining Room	1,039 Square Feet
	Kitchen	365 Square Feet
2.	<u>Seating</u>	
	Executive Dining Room	64
3.	<u>Membership</u>	
4.	<u>Meals Served - CY 1972</u>	17,640
	Members Meals	16,692
	Special Meals	948
5.	<u>Financial Statement</u>	
	Gross Income	\$ 54,168.08
	Gross Expense*	52,274.81
	Net Income	<u>\$ 1,893.27</u>
6.	<u>Subsidy by Appropriated Funds</u>	
	a. Direct : Salary and Overtime	\$ 68,453.00
	b. Indirect: Maintenance	4,212.00
	1,404 square feet x \$3.00**	
	TOTAL	<u>\$ 72,665.00</u>

STATINTL

\* Omitting salary

\*\* The \$3.00 figure is an estimate only for costs of light, heat, and minor maintenance based upon comparative commercial space.



EYES ONLY

EXECUTIVE DINING ROOM & DIRECTOR'S DINING ROOM

1.	<u>Size</u>	2,061 Square Feet
	Kitchen	730 Square Feet
	Executive Dining Room	1,039 Square Feet
	Director's Dining Room	292 Square Feet

2.	<u>Seating</u>	
	Executive Dining Room	64
	Director's Dining Room	10

3. Membership

Executive Dining Room



STATINTL

4.	<u>Meals Served - CY 1972</u>	18,640
	Members Meals	16,692
	Official Meals	1,000
	Special Meals	948

5. Financial Statement

Gross Income	\$ 57,192.65
Gross Expense*	55,193.65
Net Income	<u>\$ 1,999.00</u>

6. Subsidy by Appropriated Funds

a. Direct : Salary and Overtime	\$ 103,748.92
b. Indirect: Maintenance	6,183.00
2,061 square feet x \$3.00**	
TOTAL	<u>\$ 109,931.92</u>

\* Omitting salary

\*\* The \$3.00 figure is an estimate only for costs of light, heat, and minor maintenance based upon comparative commercial space.

EYES ONLY  
ADMINISTRATIVE  
INTERNAL SECURITY



ROUTING AND RECORD SHEET

DD/S 73-0902

SUBJECT: (Optional)

Annual Report to Congress on the Executive Dining Room

FROM:		EXTENSION	NO.
Director of Logistics 1206 Ames Center Building		2551	DATE 5 MAR 1973
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. Assistant Deputy Director for Support 7-D-26 Headquarters Bldg.			
2. <i>DD/m &amp; S</i>		<i>4/16</i>	<i>hll</i>
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